**Project Team Meeting**

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| **Project Name:** | Project Management Collaboration tool |
| **Team Name:** | Phoenix |
| **Purpose:** | To Introduce the project |
| **Day, Date & Time:** | Fri, Jun 16, 2017; 7:00 PM |
| **Location of Meeting:** | Student Union |
| **Attendees:** | Sanjay, Bhardwaj, Sudharshan, Shravani, Hemanth, Anudeep, Vineeth |
| **Absentees:** | NA |

**Agenda:**

**Introductions of attendees**

**Roles and Responsibilities of each member in the team:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Member | Role | Email | Contact No. | Responsibilities |
| Sanjay Bedudoori | Primary Contact | [S528106@nwmissouri.edu](mailto:S528106@nwmissouri.edu) | +1 660-528-0163 | Represents the entire team and primary contact to the client. Communicates project progress, issues, and changes with the client. |
| Venkata Bhardwaj Avasarala | Client Management | [S528103@nwmissouri.edu](mailto:S528103@nwmissouri.edu) | +1 660-528-0954 | Responsible for meeting with a client, give updates to the client and get requirements from client. |
| Sudharshan Reddy Kankara | Requirements management | [S528138@nwmissouri.edu](mailto:S528138@nwmissouri.edu) | +1 660-528-0849 | Responsible for requirements gathering, maintaining and updating them as per client. Also, makes sure that these requirements are met. |
| Shravani Alampalli | Issues management | [S528100@nwmissouri.edu](mailto:S528100@nwmissouri.edu) | +1 484-644-8469 | Responsible for tracking all the issues and ensures that they are resolved on time. |
| Hemanth Sai Kishore Nersu | Data Management | [S528158@nwmissouri.edu](mailto:S528158@nwmissouri.edu) | +1 660-528-0191 | Responsible for collecting, storing, managing the data in the database and connect data with the system. Manages all the data of the project including the database. |
| Anudeep Reddy Mallidi | Quality and testing management | [S528146@nwmissouri.edu](mailto:S528146@nwmissouri.edu) | +1 660-541-3937 | Responsible for handling quality and testing throughout the SDLC process. Manages test cases and provides appropriate deliverables for the test modules. |
| Vineeth Gajula | Communications and documentation management | [S528124@nwmissouri.edu](mailto:S528124@nwmissouri.edu) | +1 660-528-0509 | Manages all the documentation and communication for the project. Tracks all the changes and maintain them. |

**Background of project:**

Collaboration tool is an integration of variety of software’s and online services used by people to work on together. There are several components like messaging, file sharing, shared calendar, integration of GitHub which allows users to work simultaneously regardless of their physical location.

**Review of project-related documents (i.e. business case, project charter)**

Researched few collaboration tools like trello, slack, hipchat etc.

**Discussion of project scope, time, and cost goals**

The scope of this project is to build a collaboration tool which allows a group of users to work together and share the work among themselves. This is only summary of the project and detailed explanation is written in requirement gathering document.

Further total budget of the project is $540,000 dollars and the total time would be approx.

Total time would be approximately:

15 (hours per person) \* 7 (persons) \* 6(week in a semester) = 630

15 (hours per person) \* 7 (persons) \* 13(week in a semester) = 1365

1995 approx.

**Discussion of project organizational structure**

Functional structure is being used. There is no hierarchy in this project and all are at similar level. In daily stand-up meetings, we report to one another.

**Discussion of other important topics**

Problems for the available tools and Enhancements for the existing collaborative tools.

**List of action items from meeting**

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| **Action Item** | **Assigned To** | **Due Date** |
| Team roles are assigned to each | Every single person |  |
| Creating GitHub Repository |  |  |
| Research on collaboration tool |  |  |

**Date and time of next project team meeting:** Jun 23, 2017